Faculty Recruitment Procedures

NEED FOR RECRUITMENT

When the chair of a division or unit administrator, in consultation with the dean and Vice President of Academic Affairs ("VPAA"), determine a vacancy in a department exists, and the VPAA approves a search, the chair may, with the approval of the dean and VPAA, appoint a search committee and name a search committee chair. Requests for new faculty resources will occur during the budget hearing process.

As part of the approval process, the department chair submits an ePAR with a completed VPAA-131A (Faculty Recruitment Request) forms and any other related materials attached. Once the ePAR is approved, the Office of Academic Resources will generate a posting in the applicant tracking system, North Texas Career Portal. A search becomes active once the posting has been fully approved and is active on the UNTS Careers website.

REQUIREMENTS FOR ALL POSITIONS

- All applicants must apply through the UNTS Careers Website, and all materials must be supplied through the system to be considered.

- All external advertisements of published postings must be reviewed and approved by Academic Resources **before** being purchased and published.

- A posting must stay active for **minimum of five business days** prior to being closed and any hiring materials being submitted the Office of Academic Resources.

- Reference Checks need to be conducted for all positions. It is required that documentation be kept and recorded. It can be done at any stage **prior** to the verbal offer being made.

- The Search Committee Chair **within 14 days** of the closing a posting regardless of if a candidate was hired, declined an offer, or the search failed, the following documents must be submitted to the Office of Academic Resources via email academic.resources@unt.edu.
    - → All selection matrix which documents all levels of candidate evaluations.
    - → Interview questions asked during each stage of the interview process.
    - → All agendas provided to each candidate during the recruitment process.
    - → The summary of search committee notes or minutes.
    - → Emails generated by the search committee or any communications with candidates.
    - → Any additional supporting reference check documentation.

→ Any other related search materials.

REFERENCE CHECKS

Reference Checks need to be conducted for all positions. It is required that documentation be kept and recorded. It can be done at any stage **prior** to the verbal offer being made.

Reference checks can be conducted by:

- Requesting reference letters through the North Texas Career Portal system. This will send out an automatic link to individuals provided by the candidate on their application.
- Conduct personal phone calls or outreach to references provided by the candidate. If this process is selected, the individual conducting the reference checks should submit this documentation to academic.resources@unt.edu before the offer is made.

SEARCH WAIVERS

Please contact Academic Resources if you need clarification on the steps to submit a search waiver or would like to consider use for a different type of hire to ensure compliance with Department of Labor regulations.

WHEN TO USE A SEARCH WAIVER	PROCESS OVERVIEW
- Create one posting for multiple position numbers of similar or open rank. - Opportunity hire identified from a current search. - Requesting to offer a position at a rank that was not included on the published posting. - Reclassification Requests of current faculty members (a posting is not required for this scenario).	- Fill out the Search Waiver Request with all approved signatures through the Dean & attach along with the VPAA 131A to the ePAR for approval. - After approval of the ePAR, Academic Resources will make a posting if needed or guide on the next steps dependent on terms of the wavier. - If an opportunity hire, please submit the search wavier and a VPAA 131A form for approval to academic.resources@unt.edu and submit an ePAR for the associated position number. - At the appropriate time, the hiring packet will be submitted with the approved search wavier attached and any related search materials should be submitted to the Office of Academic Resources for record retention.

TENURE/TENURE TRACK & PROFESSIONAL TRACK FACULTY HIRING PROCESS

CREATING A JOB POSTING

1. Department submits ePAR with VPAA 131A form and search details form.
   1.1. If an open rank position, the ePAR should be submitted at the highest rank desired.
2. Academic Resources will route the VPAA 131A for approval.
3. Upon final approval of the VPAA 131A, Academic Resources will approve the ePAR and create the draft job posting based on the information provided on the VPAA 131A forms.
4. The Academic Resources Coordinator (ARC) will create the posting from a job template and send to the following approvers before it is published:
   - Search committee chair
   - Department chair/unit administrator
   - Dean
   - Equal Opportunity and Title XI Office
   - Academic Resources – this is the final approval and then posting will be published.

5. If any approver would like to make changes, they may deny the job posting and provide comments on requested changes or other reason for denial. Once any changes are made, the approval process will restart.

*If there is a Search Waiver, it should be provided with the VPAA 131A for signatures.

REVIEW OF APPLICANTS AND MAKING AN OFFER

1. Once the search committee begins the review of candidates. The candidates should be reviewed per the procedures outlined the Faculty Search Committee Guide.
2. Candidates should move through the following steps:
   2.1. Initial review of candidates and determination made by search committee which candidates meet the requirements for the position and which will be selected for a phone interview.
      ❖ Committees should utilize the *"Under Review"* workflow status to document candidates which are under consideration and are in process of being reviewed.
   2.2. All candidates should be dispensed as the committee moves forward in the selection process with reasoning noted.
      ❖ As candidates are determined to not meet the qualifications, they should be moved into a *"Not selected to move forward"* status. This will ensure a positive experience for candidates even if we are not moving forward with them in the hiring process.
   2.3. The initial interview of candidates typically take place via a phone screen. The phone screen of selected candidates will take place by moving the candidates into the *"Phone*

Interview" workflow step. If a candidate declines a phone interview, change their workflow status to *"Phone Interview – Declined."*

2.4. After deliberations following the phone interview stage, the search committee will determine which candidates should be invited to for an on-campus interview. The search committee chair will place the selected into the *"On Campus Interview Pending"* workflow step.

2.5. When a candidate is placed into *"On Campus Interview Pending"*, the Dean will receive a notification. The Dean will either approve or deny the request.

- When an on-campus interview is requested, the candidate will receive a notification to update and/or confirm the references they provided on their application.

2.6. It is recommended that the search committee complete the reference check process before the on-campus interview. The reference check process should be conducted via the North Texas Career Portal automatic process or via personal outreach. The search committee chair or unit administrator should conduct reference checks by placing in the appropriate reference check workflow step either "Reference Checks: Online" or "Reference Checks: Phone Call".

- The reference check process **must be completed** before a verbal offer can be made.

2.7. Following the on-campus interviews and committee deliberations, the search committee will select the finalist candidate(s) to recommend to the hiring authority and/or dean by placing into the *"Finalist(s)"* workflow step. The committee can place one or more candidates into this status based on the charge of the search committee from the hiring authority.

2.8. Once it is agreed upon which candidate will be offered the position, and the reference check process has been completed, the candidate can be placed into the *"Verbal Offer"* workflow step and a verbal offer can be made within the agreed upon ranges on the VPAA 131A, if additional commitments are requested, please seek approval before the verbal offer.

2.9. If the verbal offer is accepted, the candidate can be moved to the *"Recommend for Hire"* workflow step by the hiring authority. The Hiring Packet *(Drafted Offer Letter, VPAA 131B, VPAA 132, Transcripts (unofficial or official))* will be prepared by the unit and send to the Office of Academic Resources (academic.resources@unt.edu).

2.10. Once the hiring packet has been approved, the Office of Academic Resources will prepare the hiring proposal which will be approved by the department chair before the offer is sent to the candidate via the North Texas Career Portal system for the candidate to digitally review and sign.

- ❖ Departments should not utilize the workflow steps of "Hiring Proposal" and "Offer to Candidate" the Office of Academic Resources will manage these workflow steps.

2.11. Once the candidate accepts the offer, they will be moved to the *"Preemployment Process Initiated"* workflow step by the Office of Academic Resources. At this step the candidate will be completing the background screening and are not cleared to proceed

with hiring until they are moved to the "*Cleared for Hire"* workflow step by the Office of Academic Resources.
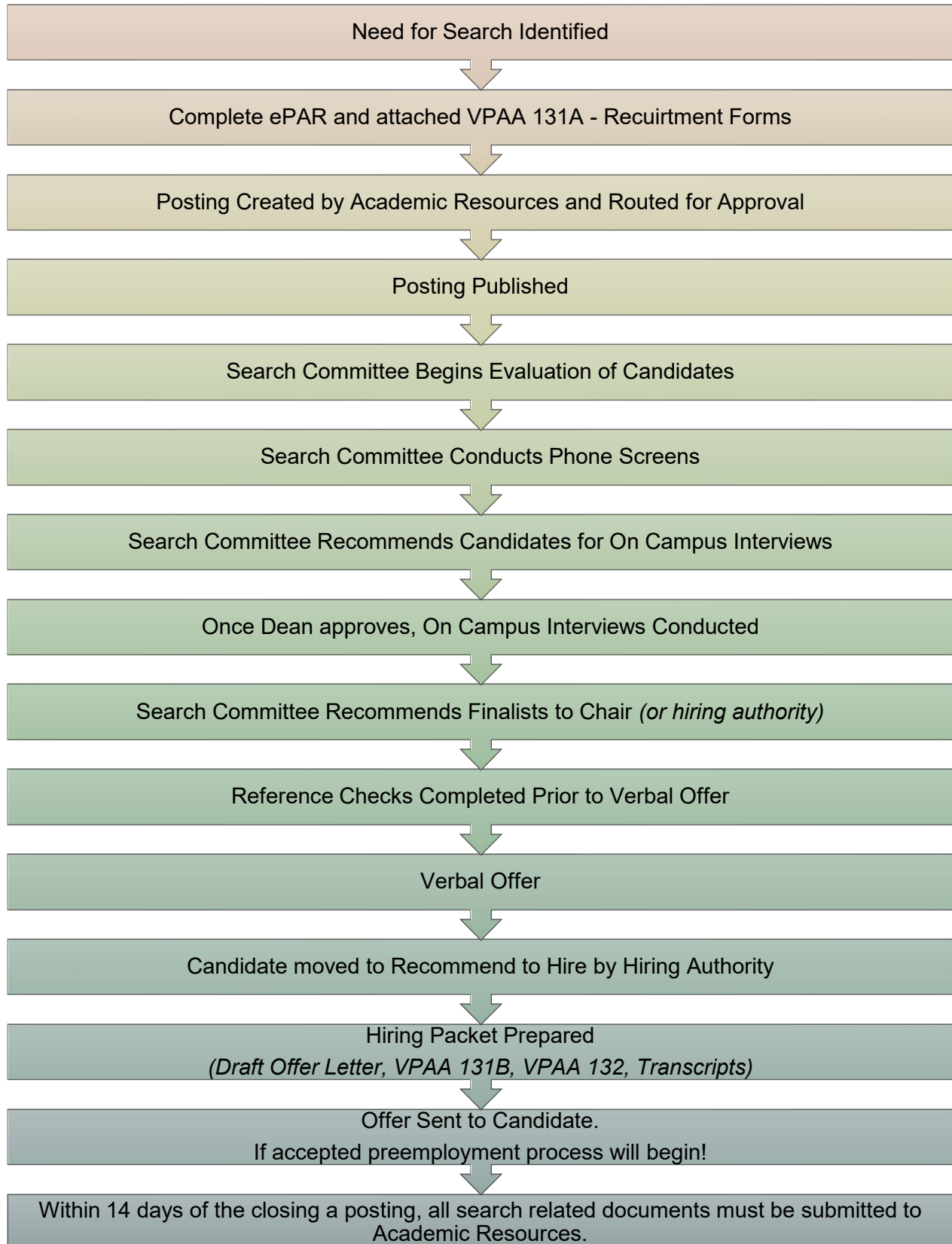
CLOSING THE POSTING

1. The Search Committee Chair <u>within 14 days</u> of the closing a posting regardless of if a candidate was hired, declined an offer, or the search failed, the following documents must be submitted to the Office of Academic Resources.
    - All selection matrix which documents all levels of candidate evaluations.
    - Interview questions asked during each stage of the interview process.
    - All agendas provided to each candidate during the recruitment process.
    - The summary of search committee notes or minutes.
    - Emails generated by the search committee or any communications with candidates.
    - All reference check documentation.
    - Any other related search materials.

2. Once the candidate is moved into the "*Cleared to Hire"* workflow step, the Office of Academic Resources will notify the SCC that any remaining applications must be dispensed.
3. Please notify the Office of Academic Resources if the posting has failed, via email including the Department Chair and/or Dean in the communication. Please make sure to include justification for the decision in this communication. The Office of Academic Resources will dispense all applications and mark the posting as Canceled.

REPOSTING A JOB

1. If it is determined that a current search has failed, and the search committee would like to begin a new search. The Search Committee Chair can request that a new posting be created.
    - If there are no changes to the search or financial commitments, the ARC will have the college Academic Financial Officer, Academic Resources, and Provost initial the original approved VPAA 131A form to acknowledge the continued intent to search for the position.
    - If there are changes to the position or any financial commitments, then a new ePAR and VPAA 131A will be needed.

OVERVIEW OF T/TT AND PROF TRACK HIRING PROCESS

Need for Search Identified

Complete ePAR and attached VPAA 131A - Recuirtment Forms

Posting Created by Academic Resources and Routed for Approval

Posting Published

Search Committee Begins Evaluation of Candidates

Search Committee Conducts Phone Screens

Search Committee Recommends Candidates for On Campus Interviews

Once Dean approves, On Campus Interviews Conducted

Search Committee Recommends Finalists to Chair *(or hiring authority)*

Reference Checks Completed Prior to Verbal Offer

Verbal Offer

Candidate moved to Recommend to Hire by Hiring Authority

Hiring Packet Prepared
(Draft Offer Letter, VPAA 131B, VPAA 132, Transcripts)

Offer Sent to Candidate.
If accepted preemployment process will begin!

Within 14 days of the closing a posting, all search related documents must be submitted to Academic Resources.

RESEARCH TRACK & POSTDOCTORAL FACULTY HIRING PROCESS

CREATING A JOB POSTING

1. Department submits an ePAR with the (VPAA 131A for research track roles only) form and search details form.
2. Academic Resources will route the VPAA 131A for approval for research track roles only.
3. Academic Resources will approve the ePAR and create the draft job posting based on the information provided on the VPAA 131A forms.
4. The Academic Resources Coordinator (ARC) will create the posting from the search detail form and send to the following approvers before it is published:
   - Hiring authority (such as Principal Investigator)
   - Equal Opportunity and Title XI Office
   - Academic Resources – this is the final approval and then posting will be published.

*If there is a Search Wavier, it should be provided with the VPAA 131A for signatures.

REVIEW OF APPLICANTS AND MAKING AN OFFER

1. Candidates should move through the following steps based on the principles outlined in the Faculty Search Committee Guide.
2. The hiring authority and any individual search committee members will review which candidates meet the requirements for the position and which will be selected for a phone interview. The *"Under Review"* workflow status should be used to document which candidates are under consideration and are in process of being reviewed.
   2.1. All candidates should be dispensed as the hiring process moves forward in the selection process with reasoning noted.
      ❖ As candidates are determined to not meet the qualifications, they should be moved into a *"Not selected to move forward"* status. This will ensure a positive experience for candidates even if we are not moving forward with them in the hiring process.
   2.2. The initial interview of candidates typically take place via a phone screen. The phone screen of selected candidates will take place by moving the candidates into the *"Phone Interview"* workflow step. If a candidate declines a phone interview, change their workflow status to *"Phone Interview – Declined."*
   2.3. After review of the phone interview stage, the hiring authority will determine which candidates should be invited to for an interview. The selected candidates will be placed into the *"Interview"* workflow step.
      - When candidates are placed into the "Interview" workflow step, the candidate will receive a notification to update and/or confirm the references they provided on their application.

2.4. It is recommended that the hiring authority complete the reference check process before the verbal offer. The reference check process should be conducted via the North Texas Career Portal automatic process or via personal outreach. The hiring authority should conduct reference checks by placing in the appropriate reference check workflow step either "Reference Checks: Online" or "Reference Checks: Phone Call".

2.5. Following the on-campus interviews and review of candidates, the hiring authority will select the finalist candidate by placing into the *"Finalist(s)"* workflow step. One or more candidate(s) can be placed into this status.

2.6. After consultation with the unit administrator and the reference check process has been completed, the candidate which will be offered the role can be placed into the *"Verbal Offer"* workflow step and a verbal offer can be made within the agreed upon ranges on the VPAA 131A, if additional commitments are requested, please seek approval before the verbal offer.

2.7. If the verbal offer is accepted, the candidate can be moved to the *"Recommend for Hire"* workflow step by the hiring authority. The Hiring Packet *(Drafted Offer Letter and the VPAA 131B (for research faculty)),* will be prepared by the unit and sent to the Office of Academic Resources (academic.resources@unt.edu).

2.8. Once the hiring packet has been approved, the Office of Academic Resources will prepare the hiring proposal and send the offer to the candidate via the New Texas Career Portal for the candidate to digitally review and sign.

  ❖ Departments should not utilize the workflow steps of "Hiring Proposal" and "Offer to Candidate" the Office of Academic Resources will manage these workflow steps.

2.9. Once the candidate accepts the offer, they will be moved to the *"Preemployment Process Initiated"* workflow step by the Office of Academic Resources. At this step the candidate will be completing the background screening and are not cleared to proceed with hiring until they are moved to the "*Cleared for Hire"* workflow step by the Office of Academic Resources. The hiring authority will receive a notification when the new hire is cleared for hire.

CLOSING THE POSTING

4. The Search Committee Chair <u>within 14 days</u> of the closing a posting regardless of if a candidate was hired, declined an offer, or the search failed, the following documents must be submitted to the Office of Academic Resources.

  - All selection matrix which documents all levels of candidate evaluations
  - Interview questions asked during each stage of the interview process.
  - All agendas provided to each candidate during the recruitment process.
  - The summary of search committee notes or minutes.
  - Emails generated by the search committee or any communications with candidates.
  - All reference check documentation
  - Any other related search materials

5. Once the candidate is moved into the "*Cleared to Hire*" workflow step, the Office of Academic Resources will notify the SCC that any remaining applications must be dispensed.
6. Please notify the Office of Academic Resources if the posting has failed, via email including the Department Chair and/or Dean in the communication. Please make sure to include justification for the decision in this communication. The Office of Academic Resources will dispense all applications and mark the posting as Canceled.

ADJUNCT FACULTY HIRING PROCESS

CREATING A JOB POSTING

1. Department submits the dynamic form.
2. The Academic Resources Coordinator (ARC) will create the posting from a job template and send to the following approvers before it is published:
   - Unit administrator
   - Academic Resources – this is the final approval and then posting will be published.

REVIEW OF APPLICANTS AND MAKING AN OFFER

1. The unit will review submitted applications. The candidates should be reviewed per the best practices outlined in the Faculty Recruitment Guide.
2. The unit should place candidates **"Under Review"** that are under consideration.
3. The unit should conduct interviews with candidates based on the needs of the department.
   3.1. All candidates should be dispensed as the unit moves forward in the selection process with reasoning noted.
4. Once it is determined which candidate will be recommended to hire, the department will prepare the offer *(not send)* and attach to the **"Recommend for Hire"** workflow step in North Texas Career Portal. The Academic Resources Coordinator will send out the offer letter to the candidate for signature.
5. The Office of Academic Resources will prepare the hiring proposal and send the offer to the candidate to the candidate via the North Texas Career Portal for the candidate to digitally review and sign.
   5.1. Departments should not utilize the workflow steps of "Hiring Proposal" and "Offer to Candidate" the Office of Academic Resources will manage these workflow steps.
6. Once the candidate accepts the offer, they will be moved to the *"Preemployment Process Initiated"* workflow step by the Office of Academic Resources. At this step the candidate will be completing the background screening and are not cleared to proceed with hiring until they are moved to the "*Cleared for Hire"* workflow step by the Office of Academic Resources.

CLOSING THE POSTING

1. Once the department has filled the specified need, the unit should inform the Office of Academic Resources so that the posting can be closed.

2. The Search Committee Chair <u>within 14 days</u> of the closing a posting regardless of if a candidate was hired, declined an offer, or the search failed, the following documents must be submitted to the Office of Academic Resources.

    - All selection matrix which documents all levels of candidate evaluations.
    - Interview questions asked during each stage of the interview process.
    - All agendas provided to each candidate during the recruitment process.
    - The summary of search committee notes or minutes.
    - Emails generated by the search committee or any communications with candidates.
    - Any additional supporting reference check documentation.
    - Any other related search materials.